

OAK RIDGE SITE SPECIFIC ADVISORY BOARD



FY 2006 WORK PLAN

INTRODUCED OCTOBER 12, 2005

REVISED DECEMBER 8, 2005

INTRODUCTION

The Oak Ridge Site Specific Advisory Board (ORSSAB) is a federally appointed citizens' panel that provides advice and recommendations to the U.S. Department of Energy–Oak Ridge Operations (DOE-ORO) on its Oak Ridge Environmental Management (EM) Program. The group was formed in 1995 and is chartered under the EM SSAB Federal Advisory Committee Act Charter. The Board's mission statement is as follows:

ORSSAB is an independent, nonpartisan, broadly representative group of citizens with interests and concerns related to the environment at the Oak Ridge Reservation (ORR) and surrounding areas. The Board is dedicated to providing informed recommendations and advice to the DOE EM Program regarding environmental restoration and waste management, as well as land use and economic development of contaminated areas. Recommendations regarding environmental justice, health and safety issues, and other subjects may be developed at the Board's discretion. The Board is committed to reflecting the concerns of the communities impacted by environmental management of the ORR and to serving as a communications link between the public and relevant government agencies, including local governments.

The Board is composed of up to 20 members, chosen by an independent screening panel to reflect the diversity of gender, race, occupation, views, and interests of persons living near the ORR. Members are appointed by DOE and serve on a voluntary basis, without compensation. The Board currently consists of members from four counties: Anderson, Blount, Knox, and Roane. Non-voting members include representatives from DOE-ORO, the U.S. Environmental Protection Agency (EPA) Region 4, and the Tennessee Department of Environment and Conservation (TDEC). These members advise the Board on their agency's policies and views. Two non-voting student participants also serve on the Board to represent the viewpoints and concerns of area youth. The student representatives for FY 2006 are from Oak Ridge and Anderson County high schools.

The Board meets monthly to hear presentations by persons working on relevant environmental management topics, listen to and discuss input from citizens, consider recommendations developed by the various ORSSAB committees, and perform other business. The Board strives for consensus in reaching decisions and conducts business under a set of bylaws, standing rules, and special rules of order, which incorporate the principles of *Robert's Rules of Order*.

FY 2006 ORGANIZATION

ORSSAB generally works to achieve its mission through its committee structure, and each year the Board holds a planning retreat to determine how best to address its mission and what its committee structure should be. This year's retreat was held August 13, 2005, at Pollard Auditorium on the campus of Oak Ridge Associated University. A summary of the retreat is available on ORSSAB website.

The FY 2006 organizational structure is shown in Figure 1. It includes an Executive Committee, four standing committees (Board Finance, Environmental Management, Public Outreach, and Stewardship), and one ad hoc committee (Board Process). As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.



Figure 1. FY 2006 organizational structure.

Each ORSSAB standing committee creates its own work plan to guide its activities during the year. Suggestions for committee work plan topics were provided prior to the retreat by DOE, TDEC, EPA, ORSSAB members, and stakeholders (via the Board's "Stakeholder Survey"). Selection of final work plan topics was made at the retreat by the Board membership. Topics were then incorporated into draft committee work plans, along with information on issue managers, timelines, expected output, and status. These work plans, which are "living documents" to be updated continually as the Board year progresses, are provided in the following pages.

Board Finance Committee Mission Statement

The Board Finance Committee of the Oak Ridge Site Specific Advisory Board has overall responsibility for budget prioritization and control for the Board. With the approval of the Executive Committee, in accordance with ORSSAB bylaws, the Board Finance Committee sets budget targets for each type of expenditure, proposes general budget guidance, determines funding availability for travel requests, and reviews monthly cost reports.

FY 2006 Work Plan Tracking Chart

Month	Issue and Activities	Expected Output	Status
Sept. 29	<ul style="list-style-type: none"> Review monthly expenditures 	<ul style="list-style-type: none"> Completed review 	Complete
Oct. 27	<ul style="list-style-type: none"> Review monthly expenditures Review FY 2006 ORSSAB budget allocation from DOE Recommend allocation of FY 2006 funding among expense categories 	<ul style="list-style-type: none"> Completed reviews Draft allocation of FY 2006 funding among expense categories for Executive Committee approval 	Complete
Dec. 1	<ul style="list-style-type: none"> Review monthly expenditures Discuss FY 2007 budget requirements; review process for developing FY 2007 committee budgets; request that they submit their budget proposals Determine allocation of 05 carryover 	<ul style="list-style-type: none"> Completed reviews of expenditures and 07 budget process '05 carryover allocation 	Reviews complete. '05 carryover moved to Jan.
Dec. 29	<i>Agenda items to be addressed Jan. 26</i>		
Jan. 26	<ul style="list-style-type: none"> Review monthly expenditures Review FY 2007 committee budgets Finalize FY 2007 budget request, and submit to Executive Committee for approval and transmittal to DOE by Feb. 15 Determine allocation of 05 carryover 	<ul style="list-style-type: none"> Completed reviews Final '07 budget request '05 carryover allocation 	
Feb. 23	<ul style="list-style-type: none"> Review monthly expenditures Review FY 2007 President's EM Budget 	<ul style="list-style-type: none"> Completed reviews 	
Mar. 23	<ul style="list-style-type: none"> Review monthly expenditures 	<ul style="list-style-type: none"> Completed reviews 	
April 20	<ul style="list-style-type: none"> Review monthly expenditures 	<ul style="list-style-type: none"> Completed reviews 	
May 25	<ul style="list-style-type: none"> Review monthly expenditures Review projected board costs for the remainder of the fiscal year Discuss FY 2007 ORSSAB budget 	<ul style="list-style-type: none"> Completed reviews Completed projection 	
June 29	<ul style="list-style-type: none"> Review monthly expenditures 	<ul style="list-style-type: none"> Completed reviews 	

Month	Issue and Activities	Expected Output	Status
July 27	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Discuss report from DOE on FY 2007 ORSSAB budget request ▪ Review '06 activities to prepare for retreat 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ '06 accomplishments list for retreat 	
August 24	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Discuss FY 2007 tasks 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ 	

Environmental Management Committee Mission Statement

The mission of this committee is to evaluate and make recommendations on DOE's planning and implementation of ORR environmental restoration project and on treatment, storage, disposal and transportation of wastes and materials for which the EM Program is responsible. The committee will facilitate public participation in providing feedback to DOE on these decisions and consider health and safety, environmental justice and DOE complex-wide concerns related to its mission topics.

FY 2006 Work Plan Tracking Chart

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept.	ORSSAB – Norman Mulvenon DOE – Jason Darby (RER) darbyjd@oro.doe.gov 241-6343 - Harvey Rice (BV) riceh@oro.doe.gov 241-2157 BJC – Dick Ketelle (both) ket@bjcllc.org 574-5762	2005 Remediation Effectiveness Report Bethel Valley Groundwater Engineering Study	Education and update Education and update. Possible comments	Taken off September agenda
Oct.	ORSSAB – Tim Myrick DOE – Dave Adler (NRDA) adlerdg@oro.doe.gov 576-4094 John Michael Japp (HR) @oro.doe.gov 241-6344 BJC – Lynn Sims (NRDA) OE8@bjcllc.org 241-1158 Bill McMillan (HR) OFG@bjcllc.org 241-1268	Natural Resource Damage Assessment Haul Road Update 2005 RER review	Presentation given Item taken off work plan. On Board's agenda for November Become familiar with RER so members can comment and help plan the public comment process for the 2006 Five year Review	Committee took no action. Item to remain open for monitoring and possible future consideration. Sections of the RER were distributed to several EM members for study.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Nov.	<p>ORSSAB – Kerry Trammell</p> <p>DOE – Donna Perez (ETTP) perezdm@oro.doe.gov 576-8625 Jason Darby (DWI) darbyjd@oro.doe.gov 241-6343</p> <p>BJC – Peter Caswell (ETTP) O6K@bjcllc.org 576-5244 Jeffrey Paris (DWI) JGY@bjcllc.org 241-2006</p>	<p>Independent Verification of Cleanup at ETTP</p> <p>David Witherspoon – land use after cleanup</p>	Possible recommendation	<p>Dave Adler will check with Steve McCracken to see if there are plans to do IV at ETTP</p> <p>Report provided at November meeting. Dave Adler reported community encourages site to be commercial.</p>
Dec.	<p>ORSSAB – Tim Myrick</p> <p>DOE – Jim Kopotic kopoticjd@oro.doe.gov 576-9441</p> <p>BJC – Julie Pfeffer O1F@bjcllc.org 241-1602</p>	K-1007 Ponds Ecological Enhancement Alternative		
Jan.	<p>ORSSAB – Rhonda Bogard</p> <p>DOE – Wendy Cain cainwa@doe.gov 576-9130</p> <p>BJC – Greg Eidam O98@bjcllc.org 576-3393</p>	<p>Decontamination and Decommissioning of K-25 and K-27 at ETTP</p> <p>USQ Update</p>		

Month	Issue Manager	Issue/Activities	Expected Output	Status
Feb.	ORSSAB – Chris Grove DOE – Gary Riner riner@oro.doe.gov 241-3498 BJC – Fred Heacker 95H@bjcllc.org 241-4867	Contact-handled and Remote-handled transuranic wastes		
March	ORSSAB – Tim Myrick DOE – BJC –	ETTP Remedial Investigation/ Feasibility Study		
April	ORSSAB – Norman Mulvenon DOE – Jason Darby (RER) darbyjd@oro.doe.gov 241-6343 BJC – Dick Ketelle (both) ket@bjcllc.org 574-5762	2006 Remediation Effectiveness Report – 5 year report USQ Update		
May	ORSSAB – Bob Olson DOE – John Michael Japp @oro.doe.gov 241-6344 BJC – John Hampshire (WAC) O57@bjcllc.org 241-1312 Dave Whitehead HDW@bjcllc.org 241-6369	EMWMF waste acceptance criteria and operation		

Month	Issue Manager	Issue/Activities	Expected Output	Status
June	ORSSAB – Lance Mezga DOE – Mildred Ferre ferrems@oro.doe.gov 576-8018 Dave Adler adlerdg@oro.doe.gov 576-4094 BJC –	Waste Management Transition National Waste Disposition Strategy		
July	ORSSAB – DOE – BJC –	2006 accomplishments work session USQ Update		
August				

Public Outreach Committee Mission Statement

The goal of the ORSSAB Public Outreach Committee is to implement the Board's mission statement as it relates to community involvement: *"The Board is committed to reflecting the concerns of the communities impacted by environmental management of the Oak Ridge Reservation and to serving as a communications link between the public and DOE."* The Public Outreach Committee will achieve this goal by advertising ORSSAB activities in a variety of publications and media; making presentations to local organizations, schools, and elected officials; and promoting awareness about ORSSAB through special events, exhibits, and other activities.

FY 2006 Work Plan Tracking Chart

Month	Events and Activities	Expected Output	Status
Sept. 20	Debrief 10 th anniversary event Review Advocate newsletter Finalize FY 2006 work plan Develop 2006 presentations list Discuss having a booth at the ORNL Volunteer Fair in October Discuss path forward on reservation bike ride and development of Tim Myrick's case studies presentation to Oak Ridge High School	Lessons learned from 10 th anniversary event Final newsletter, 06 work plan, and 06 presentations list Decision on ORNL Volunteer Fair Path forward on reservation bike ride and development of Tim Myrick's case studies presentation	Completed lesson learned, newsletter, work plan, and presentations list Volunteer Fair has been canceled by ORNL Bike ride discussion postponed till next month A subcommittee will be formed to address the Myrick presentation
Oct. 25	Update on teachers' workshop & budget Start on annual report Discuss participating in Perma-Fix Mixed Waste Forum Discuss path forward on reservation bike ride	Path forward on workshop budget, annual report, reservation bike ride, and Myrick presentation Decision on participation in Perma-Fix forum	Workshop budget sent to Executive Committee Members will provide input on annual report format by Nov. 4 Grove & Douglas will develop bike ride plan Douglas & staff will compile promo materials for Perma-Fix forum
Nov. 29	Discuss the Myrick presentation Discuss reservation bike ride Review outreach methods, materials & opportunities Make fall term presentations to Oak Ridge High School and other designated high school Review Advocate newsletter	Path forward on reservation bike ride and Myrick presentation Completed review of outreach methods, materials & opportunities Completed presentations	Bike ride discussion postponed till January Myrick presentation tabled indefinitely Outreach review complete Presentations pending approval by schools Advocate newsletter in review

Month	Events and Activities	Expected Output	Status
Dec.	Agenda items moved to January		
Jan. 24	Discuss reservation bike ride Formulate FY 2007 budget Discuss staffing the Anderson County Household Hazardous Waste Roundup in April Start working with WKOP-TV to staff the PBS membership drive		
Feb. 21	Discuss participating in Earth Day celebration in Knoxville on April 22		
Mar. 21	Review Advocate newsletter Make spring term presentations to Oak Ridge High School and other designated high school		
Apr. 25	Discuss booths at Secret City Festival and the Y-12 Safety Expo in June Review Stakeholder Survey concept and distribution method		
May 23	Review revised Stakeholder Survey format		
June 27	Review Advocate newsletter		
July 25	Review FY 2006 activities in preparation for retreat		
Aug 22	Elect officers Prepare FY 2007 work plan		

Stewardship Committee Mission Statement

The goal of the committee is to serve as a forum for discussion of topics relevant to the long-term stewardship of the ORR and to act as liaison between DOE and the community at large regarding stewardship issues. The Stewardship Committee works to ensure that DOE takes steps toward an effective stewardship program for the ORR, promotes local involvement in stewardship for the ORR and furthers a national commitment to stewardship across DOE sites. The committee also considers public outreach, health and safety and environmental justice issues related to its mission topics.

FY 2006 Work Plan Tracking Chart

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept.	ORSSAB – Norman Mulvenon DOE – Ralph Skinner, 576-7403, skinnerm@oro.doe.gov BJC – Sid Garland, 574-8581 qsg@bechteljacobs.org EPA – Jeff Crane, 404-562-8506, Crane.Jeff@epamail.epa.gov (presenter)	Partial delisting of clean parcels	Education	Complete
Oct.	ORSSAB – DOE – Ralph Skinner, 576-7403, skinnerm@oro.doe.gov (presenter) BJC – Sid Garland, 574-8581 qsg@bechteljacobs.org	LTS Implementation Plan for ORR	Offer suggestions and comments or recommendations to complete the plan.	Plan presented. Members to study plan and offer comments, suggestions
Nov.	ORSSAB – DOE – BJC –	Review the “Why Stewardship” presentation	Offer input to finalize presentation	Presentation made. Comments offered. Revisions in progress
Dec.	ORSSAB – DOE – BJC – Sid Garland, 574-8581 qsg@bechteljacobs.org	Review revised LTS implementation plan	Specific comments or recommendations to implement the plan	

Month	Issue Manager	Issue/Activities	Expected Output	Status
Jan.	ORSSAB – DOE – Ralph Skinner EPA – Jeff Crane BJC -	Melton Valley LUCIP		
Feb.	ORSSAB – DOE – Ralph Skinner BJC –	Followup report on two outstanding stewardship recommendations		
March	ORSSAB – Darryl Bonner DOE – Ralph Skinner, 576-7403, skinnerm@oro.doe.gov BJC – Sid Garland, 574-8581 qsg@bechteljacobs.org	Stewardship related issues concerning ETTP Sitewide ROD	Possible recommendation	
April	ORSSAB – DOE – BJC –	Review of 5-Year RER		
May	ORSSAB – DOE – BJC –			
June	ORSSAB – DOE – BJC –			
July	ORSSAB – DOE – BJC –			

Month	Issue Manager	Issue/Activities	Expected Output	Status
August				

Committee members also identified issues which will continue to be items of interest and may require periodic updates as opposed to full-fledged presentations:

Several topics not assigned a month or manager were kept on the work plan for future consideration.

Potential Topics

Issue Manager	Issue/Activities
ORSSAB – Norman Mulvenon DOE – BJC – EPA – Jeff Crane	Property transfers and delisting of clean parcels Topic was placed on the September agenda
ORSSAB – DOE – BJC –	Encourage use of innovative information technologies and electronic document systems

Ongoing Topics

Issue Manager	Issue/Activities
ORSSAB – DOE – BJC –	Evaluate how closure facilities (Rocky Flats, Fernald, Weldon Springs, Mound) are managing long-term stewardship

Board Process Ad Hoc Committee Mission Statement

The purpose of this committee is to serve as the Board's forum for initial debate on issues involving Board process. The committee's scope includes review of *ORSSAB Bylaws*, *Standing Rules and Special Rules of Order*, Board meeting structure, new member training, retreat planning and preparation of the Board's Work Plan.

FY 2006 Work Plan Tracking Chart

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept.	Rhonda Bogard	<p>Prepare mentoring plan for new members</p> <p>Recommend to Exec. Committee that contents of notebooks need review during Board Meeting, including tracking responses from DOE.</p> <p>Recommend to Exec. Committee that work plans be routinely reviewed during the Exec. Committee</p>	<p>Finished mentoring plan for implementation</p> <p>Discuss at Exec. Committee Meeting</p> <p>Discuss at Exec. Committee Meeting</p>	Complete
Oct.		<p>Review mentoring plan</p> <p>Discuss/choose 'homework' activities for new members</p> <p>Determine if there are additional issues Board Process is responsible for and make recommendations to Chair/Exec. Committee for implementation</p>	<p>Committee made revisions to mentoring plan.</p> <p>Study activities for new members will help them become knowledgeable more quickly.</p> <p>Recommendations to the Exec. Committee</p> <p>Three issues identified from annual meeting. Member training, process for making recommendations, and committee structure.</p>	<p>Plan submitted to Executive Committee for review</p> <p>As a test, the 2005 RER has been distributed, in part, to several members of the EM committee for study.</p> <p>Committee is currently working on member training. Process for recommendations on Nov. agenda. Committee structure does not need additional work at this time.</p>
Nov.		Review process for making recommendations	Possible revision of flow chart	Committee did not meet in November. Issue rescheduled for December.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Dec.		Review process for making recommendations	Possible revision of flow chart	
Jan.				
Feb.				
March				
April		Begin planning annual retreat		
May		Continued planning of annual retreat		
June		Continued planning of annual retreat		
July		Continued planning of annual retreat		
Aug.				